

Rangeworthy CEVC School
Minutes of a meeting of the Full Governing Body
held on Tuesday 20th January 2015 in the School at 7.30pm

No	Item	Action
1	<p>Present: Janet Dickson, Jeanette Mullen (Chair), Emma Pattullo, Susan Warnock, Valerie Knowles, Jenny Eastment, Anita Ackerman, Sarah Hoptroff, David Russell In attendance: Sarah Fletcher (Clerk) Jonathan Thomas (Parent) for Item 5.3 only</p>	
2	<p>Apologies: none Absent: Paul Vosper</p>	
3	<p>Declaration of Interests: No governor had any pecuniary interest to declare in relation to agenda items.</p>	
4	<p>Minutes of the previous meeting: (held 18th November 2014) Were agreed with one amendment; JE was not present at the data meeting referred to in Item 6. Proposed by Sarah Hoptroff, seconded by Emma Pattullo, agreed by all and signed by the Chair.</p>	
5	<p>Matters arising from those minutes not otherwise on the agenda:</p> <p>1. SIAMS Inspection – <i>report circulated with the minutes.</i> The HT said that the inspection was fairly challenging, especially as she was a new Head to the school, but the report was good. It was agreed that the Ethos working party would report to the Curriculum committee at each meeting.</p> <p>2. Breakfast Club – Applications have been received for the position of Breakfast Club supervisor which is a 1 year temporary contract. The three shortlisted candidates will be interviewed on Thursday 22nd January with a view to setting the club up as soon as possible. A breakfast club policy will be taken to the Curriculum ctte for ratification on 29th January. A risk assessment has been carried out and the supervisor will need to take the Food Hygiene Level 2 certificate which will cost £15 but can be taken online. Walky Talkys will also be purchased at a cost of £20.</p> <p>3. Marketing Activities for Rangeworthy School – guest speaker Jonathan Thomas (JT) JT had produced a paper outlining his suggestions and copies were handed out at the meeting. The Chair thanked him for coming and explained that following a governor skills audit it was apparent that the GB was lacking marketing skills and welcomed his advice. JT firstly explained what marketing is and how it applies to the school. He then went through his paper highlighting areas that could be addressed to improve communication. He said that the school's website is an important portal to the outside world and a crucial tool of communication for both existing and new parents. He suggested that the school asks parents what they want from it and perhaps provide hyperlinks from the school newsletters. When new parents move to the village the church posts a welcome through their door and JT suggested that the school could add its own</p>	<p>Curr. Ctte agenda item</p> <p>Term 4 agenda</p>

	<p>leaflet of information to this.</p> <p>A long conversation took place about the website provider and whether the school owned its domain name.</p> <p>JT advised that the provider should have a facility which allows the school to update the website so that it is fully compatible with hand held devices, as at the moment pictures cannot be seen.</p> <p>He also said that they should provide analytics free of charge, so that the school can see who has been using the website.</p> <p>He said that the school prospectus should have its own tab so that it is easier to find. He suggested that pictures of the countryside are not the best thing to start with and that pictures of the children are more likely to sell the school. He showed an example of a local secondary school's prospectus which had lots of bright pictures and was simple, clear and concise. JT offered to help create a new one which was welcomed.</p> <p>By asking the parents, the school may find that someone is a keen amateur photographer and would be able to take some new photographs for inclusion.</p> <p>The GB discussed social media and agreed to not look at setting up a school facebook account for the time being.</p> <p>JT suggested that photographs of activities and events at the school could be put in the parish magazine.</p> <p>He also suggested that the school gets in touch with the local pre-school to ask for a link from their website. The staff and parents could also be invited to school functions such as the quiz night.</p> <p>JT finished by saying that he was happy to answer any further questions in the future and would be able to help with the design of the new prospectus.</p> <p>The Chair thanked him on behalf of the GB for the invaluable information and JT left the meeting.</p> <p>As JT is not going to join a committee and is just helping the school in an advisory role it was not considered necessary to vote him in as an Associate Governor.</p>	SW
6	<p>Head teacher's Report – Report circulated prior to meeting</p> <p>A governor enquired about the new reflection garden and the HT explained that it would have an area for growing and have archways and a water fountain. She added that she is still waiting for a response from the LA and has chased this up today.</p> <p>A governor asked what EHCP is and the HT replied that it stands for Educational Health Care Plan and is a new version of the statement but addresses health needs too.</p> <p>The HT advised that the water issue in the toilets has now been sorted.</p> <p>A governor asked why the school was given a radon monitor and the HT said that all schools were given them and the results have shown that Rangeworthy's levels are low so no cause for concern.</p> <p>Sue Warnock is attending training on Mantle of the Expert and will be doing a cascade training session for staff on 11th February from 4-6pm; all governors are invited to attend if they wish.</p> <p>The HT asked for help with job interviews for the admin role and Anita Ackerman offered to help.</p> <p>ICT Suite – the HT advised that plans are now in place to move the computers to the classrooms and use the suite as a much needed storage</p>	

	area. All books will then be able to be placed in the library area. New iPads are being funded by the School Association.	
7	<p>School Development Plan - <i>The updated SDP had been circulated prior to the meeting.</i></p> <p>The HT advised that it needs to be updated again with information resulting from the Siam's inspection to make the curriculum more diverse.</p>	JD
8	<p>Reconstitution</p> <p>All governors had read the information sent to them about the need to reconstitute and the process involved, and they had considered the results from the recent Governor skills audit.</p> <p>After a discussion it was agreed that the GB should remain at 11 members but in the following categories:</p> <p>2 Parent Governors 1 LA Governor 1 Staff Governor 1 Head teacher 2 Foundation Governors (including the ex-officio) 4 Co-opted Governors</p> <p>It was agreed that the number of parent governors should be reduced due to recruitment difficulties in the past because of the size of the parent body. The Chair will speak to Paul Vosper to see if he would consider becoming an LA governor as this position has been vacant for a number of years and his term as a parent governor expires in April.</p> <p>Val Knowles said that she would be standing down at the next meeting as her term expires in May and she didn't wish to be considered for one of the co-opted governor positions.</p> <p>The clerk will contact Gloucester Diocese with the information so that they can draw up a new Instrument of Government. This will then need to go to the LA for approval and signing.</p> <p>If the paperwork is complete, the GB will reconstitute at the next meeting on 3rd March 2015 and the new co-opted governors will be voted in with new 4 year terms. Governors not changing to co-opted will keep their existing term end dates.</p>	<p>Term 4 agenda item</p> <p>JM and PV</p> <p>SF</p>
9	<p>Committee Reports:</p> <p>The C and S Chair suggested that following training that she had attended on chairing committees; it was good practice to decide at the end of committee meetings items that could be flagged up at the FGB meeting. It was agreed by the rest of the GB to be a good idea and the F and R committee will do this too.</p> <p>Curriculum and Standards Committee meeting held 2-12-14</p> <p>Minutes circulated prior to meeting. The Chair flagged up that the Ethos working party will report to the C and S committee at each meeting. The FGB need to agree whether they report to FGB meetings as well.</p> <p>The SDP was divided up between the two committees for monitoring purposes and the HT will amend the document so that governors can see where they need to monitor in future.</p>	<p>Action F and R committee</p> <p>To be decided at next meeting</p>

	<p>Terms of Reference The GB agreed the amendment and the revised Terms of Reference were signed by the Chair.</p> <p>Finance and Resources Committee meeting held 13-1-15 Minutes circulated at the meeting. No questions were raised.</p>	
10	<p>Safeguarding Annual report Copies of the report were circulated prior to the meeting. Due to time constraints, this item will be carried forward until the next meeting.</p>	Term 4 agenda
11	<p>Policies – all policies circulated prior to meeting</p> <ol style="list-style-type: none"> 1. Pay – policy agreed with minor amendments and signed 2. SEN – carried forward to next meeting 3. Governing Body Delegation Planner – JM to update and circulate for comment. Carried forward to next meeting. 4. Acceptable Use – Students, Parent/Carers and Staff – all three policies were agreed and signed. The GB discussed whether sanctions should be included in the Students policy and it was agreed that due to the wide range of things involved it would be difficult to include them all. 5. Anti-bullying – agreed and signed. 6. Medical Needs – agreed and signed 7. Health and Safety – agreed and signed. 8. Safeguarding – carried forward until next meeting. Head to amend details regarding DBS checks. 	<p>SF Term 4 agenda Term 4 agenda</p> <p>Term 4 agenda</p>
11	<p>Governor Training and Visits Training – JE had attended Effective Engagement training and a copy of her report had been circulated prior to the meeting. The GB discussed engagement and it was agreed that information about what had been discussed at GB meetings could be put in the school newsletter to make it clearer to a parents what the role of a governor is. Reconstitution could be included in the next newsletter with a request for new governors that have the skills needed by the GB. Parent Surveys were discussed and it was suggested that they are carried out in shorter form at Parents Evenings to attract a bigger response. Questions about the school website could be included. School Council meeting reports could come to governors, or governors could attend their meetings. JE is attending the Strategic Role of Governors training next week.</p>	
12	<p>SEF Carried forward until the next meeting</p>	Term 4 agenda
13	<p>Correspondence: None</p>	
14	<p>Any other Business</p>	

15	Date of next meeting Tuesday 3rd March 2015 – 7.30pm Meeting ended at 9.40pm	
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